



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5064

IN REPLY REFER TO

4 August 2004

From: Commander, Naval Facilities Engineering Command

ACQ FYI 04-021

Subj: ACQUISITION EFFICIENCY

Ref: (a) NFAS 1.602(d)

1. In order to meet our commitment to finding efficiencies in support of Sea Enterprise, NAVFAC is instituting several initiatives to reduce procurement transactions, increase staff effectiveness, and provide more rapid response to clients' needs. To ensure these initiatives are fully implemented across NAVFAC, all offices will take the following actions.

a. Contracting Officer's Authorized Representative (COAR) Authority. As defined by reference (a), all eligible Construction Managers (CM) will be granted COAR authority which shall be used for all covered modifications within granted authority. In rare instances, a waiver may be granted based on the complexity of the negotiations. However, workload constraints will not be a basis for a waiver. All CMs who do not have the proper COAR authority training will immediately develop a plan to obtain this training. Waivers from use of COAR authority may only be granted by the Echelon III Chief of Contracting Office (CCO). COARs will be responsible for fully completing their actions, e.g., input to SPS/FIS as required.

b. Electronic Facility Support Contracts (e-FSC). All new facility support contracts will include the FAR clause 52.232-36, "Payment by Third Party and NFAS clause Contractor Support of Electronic Facility Support Contracts (e-FSC)." Further, these clauses will be added by modification as options are exercised for existing contracts. Clients and contractors will be provided adequate information to ensure an understanding of the purpose of this initiative and its proper usage and ensure no orders are placed or accepted on DoD EMALL exceeding \$100,000 for services and construction. No IDIQ orders will be accepted for processing through the contracts office that can be ordered directly by the client through NAVFAC contracts on DoD EMALL. Although this initiative is new with limited contracts now populated on EMALL, these actions are necessary for implementation to take place. Transition periods and waivers will be granted by the Echelon III CCO.

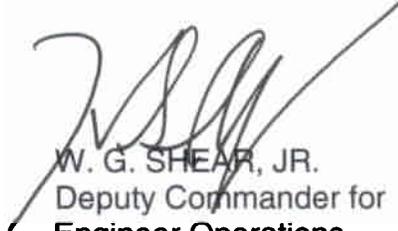
c. Government Purchase Card (GPC). No NAVFAC contracting office will accept a work request for work requirements under the purchase card limit that are not within the scope of an existing contract. Waivers must be submitted to NAVFAC Headquarters ACQ. Contracting Officers will review the type of task orders historically issued under the purchase card limit to ensure appropriate acquisition planning.

Subj: ACQUISITION EFFICIENCY

When other more economic or efficient means of providing the client service are available, such as direct purchase from the vendor or other agencies' electronic schedules, the client shall be advised to use these sources and reminded that they must use their own GPC.

2. The above initiatives have the support of Commander, Navy Installations and Headquarters, United States Marine Corps. Full implementation of these initiatives will help NAVFAC focus staff resources on more complex transactions that require a greater degree of professional expertise and time. The Acquisition Support Line will complete a business case analysis for each initiative, within 21 days of the date of this letter, to determine the resultant productivity gains.

3. A waiver form for these initiatives can be found in BMS. The number of waivers processed for actions not in compliance with this policy will be a metric collected by NAVFAC Headquarters. Thank you for your immediate implementation of these processes.



W. G. SHEAR, JR.
Deputy Commander for
Engineer Operations

Distribution:

CNI

HQMC (LF)

COMNAVFAC Atlantic

COMNAVFAC Pacific

COMSOUTHWESTNAVFACENGCOM

COMSOUTHNAVFACENGCOM

CO NFESC

CO NFELC

Director NCC

Director NFI

NAVFAC Internal List I